



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

LY TO
ENTION OF

ATZT-CP

16 MAY 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 22-03, Telework

1. REFERENCES.

- a. Public Law 106-346, Section 359.
- b. Memorandum, Under Secretary of Defense, 22 Oct 01, subject: Department of Defense (DOD) Telework Policy and Guide.
- c. TRADOC Circular 600-02-1, Guidance for the Department of Defense Telework Policy, 30 July 2002.

2. GENERAL.

a. The law and DOD Policy require the establishment of a program under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. Section 359 requires that for each fiscal year until FY 2004, 25% of the eligible Federal workforce be afforded the opportunity to telework until the program is extended to 100% of the eligible Federal workforce.

b. This initiative is designed to promote telework as a flexible tool for managers and their employees throughout this installation and to:

- (1) Promote Fort Leonard Wood as an employer of choice.
- (2) Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life.
- (3) Enhance Fort Leonard Wood's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability.
- (4) Reduce traffic congestion and decrease energy consumption and air pollution emissions.
- (5) Reduce the need for additional office space and parking facilities.



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(6) Consider telework as a component in continuity of operations planning for unforeseen interruptions or natural disasters.

c. The DOD Telework Policy and Guide and the TRADOC Circular 600-02-01 contain the basic parameters and conditions for implementing the telework program.

3. POLICY AND PROCEDURES.

a. Telework is a management option, not an employee right. Both the position and the employee must be eligible for telework to be favorably considered. Participation in this program is voluntary. Due to DOIM budget constraints, all telework costs must be reimbursed to the DOIM or funded by the employing unit, activity, or tenant, or the individual employee, in the case of ad hoc telework arrangements.

b. The following officials are designated as approval authorities for their organizations:

(1) U.S. Army Maneuver Support Center: Assistant Commandants or Deputy Assistant Commandants of the Chemical School, Engineer School and Military Police School, MANSCEN Chief of Staff, Brigade Commanders and Directors.

(2) U.S. Army Medical Command, Fort Leonard Wood: Deputy Commander for Administration.

(3) U.S. Army Dental Command, Fort Leonard Wood: Executive Officer.

(4) Installation Management Agency, Fort Leonard Wood: Garrison Commander and Directors.

c. The enclosed HQ, US Army Maneuver Support Center's Telework Agreement and Safety Checklist must be completed prior to the commencement of both regular and recurring or an ad hoc telework arrangement.

d. Supervisors will make arrangements with the Directorate of Information Management to determine the availability of government owned Automated Information Systems that are available to support specific employees performing official duties in their homes. Where appropriate, employees may be approved to use their personally owned automation equipment. However, the equipment must be certified and accredited IAW Chapter 3, AR 380-19, Information Systems Security, 28 Feb 98. All remote connections to DOD networks must be established through approved Remote Access Dial-In User Service or other DOD or Army approved connections. Anti-virus software must also be current and government data must be protected IAW DOD, Army and local

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DOIM policies. All activities will comply with the provisions contained in Section D, Policy Statement, of the DOD Telework Policy. Personally owned devices and all associated storage media containing sensitive but unclassified or privacy act protected data must be erased or destroyed IAW AR 380-19, prior to an extended leave of absence, relocation, or termination of employment.

4. SUPERSESSION: This policy replaces Command Policy 22-01, Alternative Workplace Arrangements (Flexiplace) dated 15 October 2001 and will remain in effect until rescinded or superceded.

5. PROPONENCY: The proponent for this command policy is the Director, Civilian Personnel Advisory Center, 596-0280.

Encl
as


R. L. VAN ANTWERP
Major General, US Army
Commanding

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